

REGISTERING IN NETWORKS AND FILING AN INITIAL CLAIM

Before you register or file your claim, visit dol.nebraska.gov/UIBenefits to read the **Guide to Unemployment Benefits** and get answers to frequently asked questions.

You must register in NEworks - <https://neworks.nebraska.gov> - as part of the initial unemployment claim process. You will first complete a personal profile, an online resume, and finally, your initial claim for benefits. By law, registration is required in order to receive unemployment insurance benefits, even if you have a recall date with a particular employer or are a member of a union with a hiring hall. All claimants must register and complete an online resume.



Step 1: Go to the NEworks home page and click the “UNEMPLOYMENT” button.

[Get Information](#)

Unemployment benefits are paid from the Nebraska State Unemployment Fund. No deductions are taken from employees' paychecks. Eligibility requirements are defined in the Nebraska Employment Security Act. For more information on unemployment benefits, including how to apply, qualify and re-qualify, visit dol.nebraska.gov/UIBenefits.

[File or Manage a Claim](#)


Prior to filing an unemployment insurance claim, you must register with the Nebraska Department of Labor. When filing, make sure to provide accurate employment information. For more information on filing a claim, visit dol.nebraska.gov/UIBenefits.

[Report Unemployment Insurance Fraud](#)

Unemployment fraud is when anyone receives unemployment benefits while working full-time or part-time. Examples include returning to work full-time but continuing to receive unemployment benefits. For more information on reporting fraud, visit dol.nebraska.gov/UIBenefits.

Step 2: On the next screen, choose “File or Manage a Claim.”

Step 3: You will then reach the sign-in page. **If this is the first time you are visiting NWorks or have not used the site for over one year**, choose Option 2 – Create a User Account - Individual.



Option 2 - Create a User Account

To become a NWorks user with access to our online services, select one of the following account types. If you are not sure about registering, visit the [Why Register?](#) page.

[Individual](#) - Register as this account type if you are an individual and wish to search for the latest job openings, file or manage your unemployment claim, post a resumé online, find career guidance, search for training and education programs, find information on local employers, etc.

[Employer](#) - Register as this account type if you represent an employer and wish to post job openings online, search for candidates for your jobs, view local industry or labor market information, etc.

[Analyst](#) - Register as this account type if you are a labor market information or economic development professional looking to analyze area, occupation, and industry data over different geographical regions and time periods.

[Return to previous page](#)

If you are a recent, previous user of NWorks, go to Option 1 and log in with your user name and password. If you forgot your user name or password, click the link below the password field – “Retrieve User Name or Password.” Take note of your user name and password for future use.

Option 1 - Already Registered

User Name:

Password:

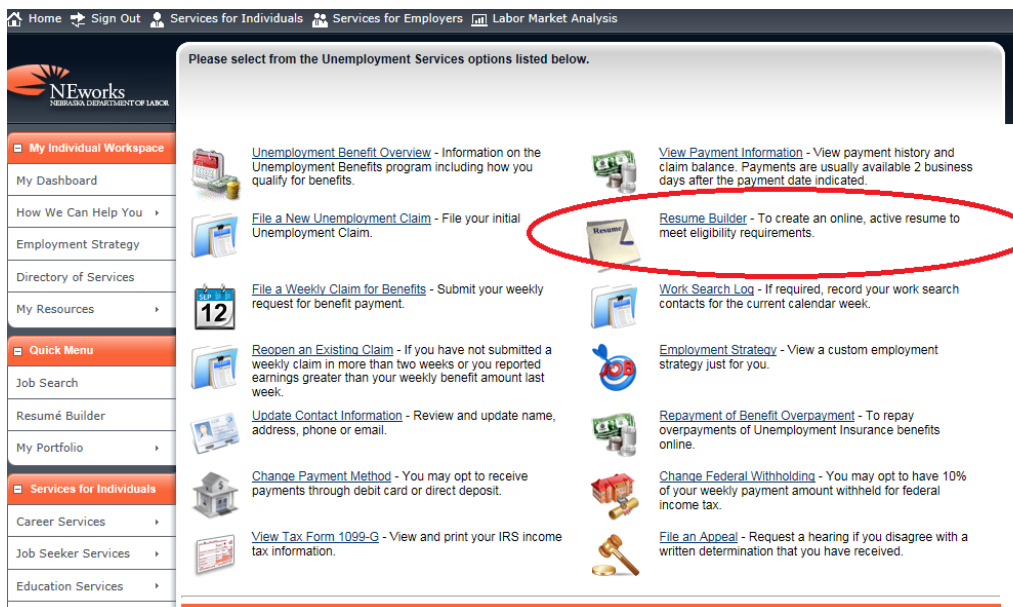
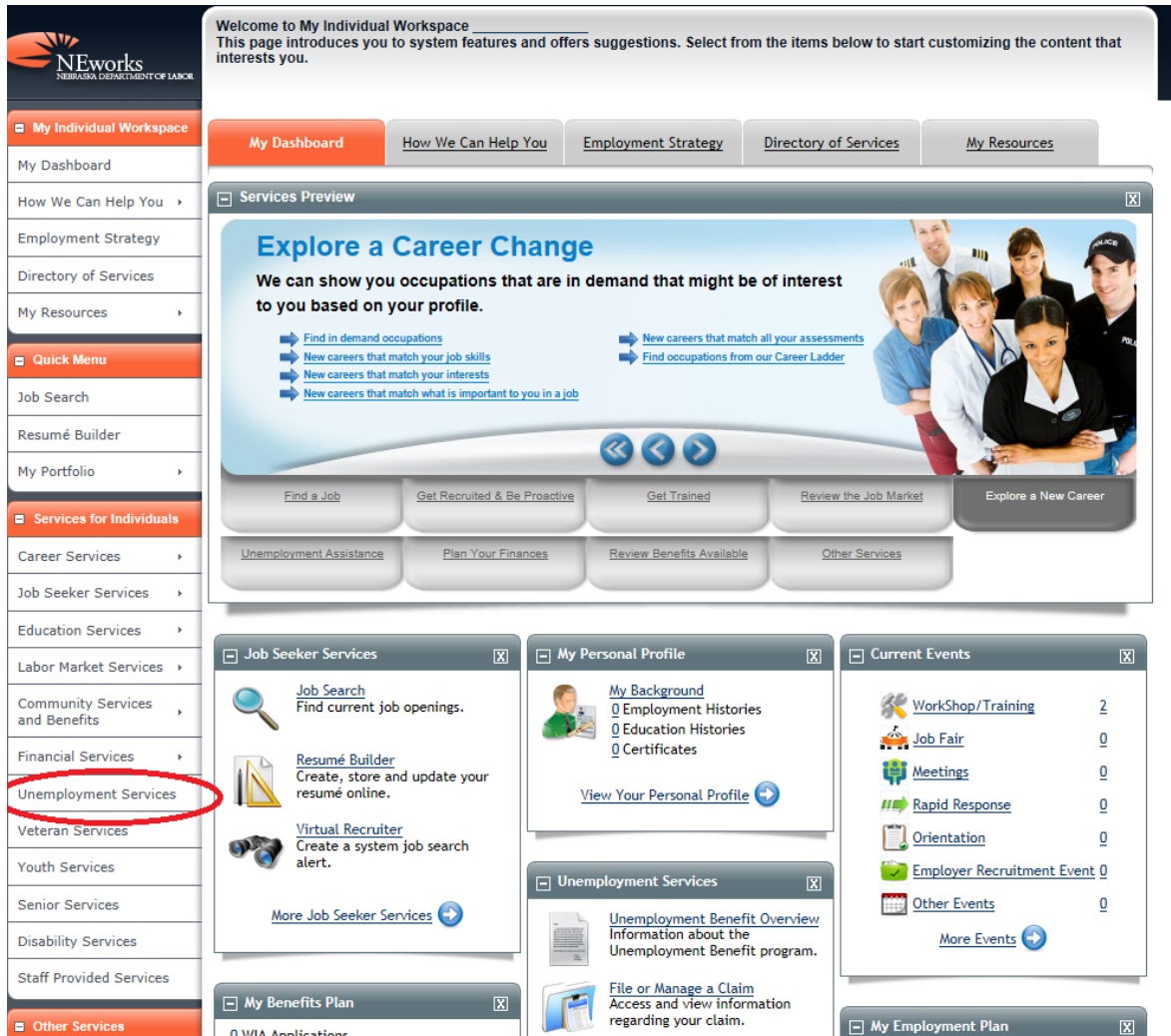
[Sign In](#)

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

Step 4: You will be presented with our privacy agreement. Read and click “I Agree” to continue.

Step 5: Complete several screens regarding your profile. If you already have a profile, make sure it is up to date.

Step 6: After you have completed your registration, you will be directed to your dashboard. Choose “**Unemployment Services**” from the left menu.




Step 7: Choose “**Resume Builder**.” If you choose “File an initial claim,” you will be redirected to create a resume.

Step 8: Create a resumé. Start building your resume by clicking the “Create new Resume” button. If you already have a resume, make sure it is up to date.

Step 9: Post your resumé online.

NOTE: To be eligible for unemployment benefits, your resumé must be available to employers online in the “Resumé Accessibility” section. Even if you are going back to work for your employer or are a member of a union with a hiring hall, you must complete an online resume.

* indicates required fields.  For help click t

Resumé Type

Resumé Creation Method:

- ☒ Internal Resumé - Build your resumé using a step-by-step process (create your resumé from scratch).
- ☐ External Resumé – Attach an existing Word or .PDF resumé (save time by using your existing resumé).
- ☐ Copy-and-Paste Format - transfer resumé's text from an existing copy (quick - but not as useful to potential employers).


Resumé Name

*** Resumé Title:**

Resumé Accessibility

Accessibility:


- ☐ Select if you **do not want** your resumé available to employers online
- ☒ Select if you **want** your resumé available to employers online




Step 10: After you complete your resumé (this will be several screens), click the “Save Resume’ and Return” button.

Step 11: Choose “**Unemployment Services**” from the following options:


What would you like to do next?




[Search for Jobs](#)
This option will let you search for jobs using the criteria you just entered into your online resume.




[Edit this Resumé](#)
This option will enable you to edit your newly created resumé.




[View all your Resumés](#)
By using this option, you can view your current resumés, update any existing resumés or create a new resumé.




[Add another Resumé](#)
This option will take you to the Resumé Wizard to create a new resumé.



[WIA Pre-Application](#)
Fill out an application to determine if you may be eligible for WIA program benefits.





[Return to My Dashboard](#)
This option will take you back to your personal dashboard page where you can access additional services.





[Unemployment Services](#)
This option will take you through the unemployment insurance claim process, including filing a claim, completing your weekly certification, and modifying your contact and payment information


Please select from the Unemployment Services options listed below.


 [Unemployment Benefit Overview](#) - Information on the Unemployment Benefits program including how you qualify for benefits.


 [File a New Unemployment Claim](#) - File your initial Unemployment Claim.


 [File a Weekly Claim for Benefits](#) - Submit your weekly request for benefit payment.


 [Reopen an Existing Claim](#) - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.


 [Update Contact Information](#) - Review and update name, address, phone or email.


 [Change Payment Method](#) - You may opt to receive payments through debit card or direct deposit.


 [View Tax Form 1099-G](#) - View and print your IRS income tax information.


 [View Payment Information](#) - View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.


 [Resume Builder](#) - To create an online, active resume to meet eligibility requirements.

 [Work Search Log](#) - If required, record your work search contacts for the current calendar week.

 [Employment Strategy](#) - View a custom employment strategy just for you.

 [Repayment of Benefit Overpayment](#) - To repay overpayments of Unemployment Insurance benefits online.

 [Change Federal Withholding](#) - You may opt to have 10% of your weekly payment amount withheld for federal income tax.

 [File an Appeal](#) - Request a hearing if you disagree with a written determination that you have received.

Step 12: You will be presented with this menu. Choose **File a New Unemployment Claim**.

Or, if you are reopening a claim, filing a weekly claim, or completing a work search log, choose the appropriate option.

Step 13: From this menu, choose **"FILE A NEW UNEMPLOYMENT CLAIM."**

Or, if you are reopening a claim, filing a weekly claim, or completing a work search log, choose the appropriate option.

Unemployment Benefits

Choose an option below:

UNEMPLOYMENT SERVICES MENU

- [Change Your Contact Information](#)
- [Create Your Resume](#)
- [Search for Jobs](#)

WEEKLY ACTIVITIES:

[WORK SEARCH LOG](#)

If required, record your work search contacts for the current calendar week.

[FILE WEEKLY CLAIM FOR BENEFITS](#)

Submit your weekly request for benefit payment.

FILE A CLAIM:

[FILE A NEW UNEMPLOYMENT CLAIM](#)

File your initial Unemployment Claim.

[REOPEN AN EXISTING CLAIM](#)

If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.

CLAIM INFORMATION:

[VIEW PAYMENT INFORMATION](#)

View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.

[REPAYMENT OF BENEFIT OVERPAYMENT](#)

Coming Soon: To repay overpayments of Unemployment Insurance benefits online.

[CHANGE PAYMENT METHOD](#)

You may opt to receive payments through debit card or direct deposit.

[CHANGE FEDERAL WITHHOLDING](#)

You can opt to have 10% of your weekly payment amount withheld for federal income tax.

[VIEW TAX FORM 1099-G](#)

View and print your IRS income tax information.

APPEAL A DETERMINATION:

[FILE AN APPEAL](#)

Request a hearing if you disagree with a written determination that you have received.

[LOG OFF](#)

Step 14: Continue through several more screens to complete the filing of your initial claim. You will know that your claim has been submitted when you receive a confirmation number.

Example below:

- Confirmation Number: **R2015060216061473532**

If you are using a public computer, be sure to sign out of your NWorks account to protect your personal information.



Home Sign Out Services for Individuals Services for Employers Labor Market Analysis

Equal Opportunity Program/Employer

TDD: 800.833.7352

Auxiliary aids and services are available upon request to individuals with disabilities.